

**WALMER PARISH COUNCIL  
TERMS OF REFERENCE FOR  
THE CLIMATE EMERGENCY WORKING GROUP**

Approved by Council 1 July 2020

**MEMBERSHIP**

- The Climate Emergency Working Group shall consist of a minimum of three Councillors plus invited environmental experts and representatives from the local community who are interested in tackling the climate emergency.
- Councillor members shall have full voting rights on the committee on matters relating to the Council's commitment to tackling the climate emergency.
- Non-councillor members shall have no voting rights.
- All members of the Council who request them will receive papers for working group meetings and all Councillors have the right to attend meetings and speak but not vote on Agenda Items.
- Any representative who does not attend a meeting for 6 months and does not supply apologies will be automatically removed from the working group.

**PROCEDURES**

- At the first meeting of the Climate Emergency Working Group after the Annual Meeting of the Parish Council the Working Group shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Working group membership. The Chairman and Vice Chairman may be re-elected.
- The Working Group will submit minutes of their meetings to the next meeting of the Amenity & Environment Committee and seek approval for recommendations made.
- The Working Group will submit a budget to the Finance and General Purposes Committee via the Amenity and Environment committee for the forthcoming financial year (if appropriate) at or before the November meeting.
  - The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

**FREQUENCY OF MEETINGS**

The Committee will normally meet 2 – 4 weeks prior to each scheduled Amenity and Environment Committee meeting. The schedule will be established by the Clerk and the Chairman of the Working Group and published along with all other committee meetings.

Meetings will take place in the Parish Office or other suitable venue or via Zoom and will be open to the public.

**COMMITTEE FUNCTIONS**

The Working Group shall: -

- assist Walmer Parish Council in becoming a carbon-neutral organisation by 2025.
- create a carbon audit and roadmap for Walmer Parish Council at the earliest opportunity.

- assist with providing environmental impact assessments on officer reports that highlight impact on direct and indirect CO2 and other emissions when engaging with suppliers or when scoping out new activities.
- explore the means to assist other organisations in Walmer to reduce their direct and indirect CO2 and other emissions, in conjunction with specialist advice from Dover District and Kent County Council officers and from other bodies.
- encourage use of electric vehicles - both private and public transport
- encourage walking and cycling as an alternative to driving and for health benefits
- encourage sustainable energy use and reduce consumption of energy overall
- share information with residents on how to reduce their carbon footprint and save money.
- encourage a reduction in use of plastics, maximise recycling and use materials efficiently overall
- promote home and business energy efficiency
- protect, conserve and enhance the natural environment and biodiversity
- encourage zero carbon sustainable building projects and developments in Walmer and the wider district

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